

FISCAL DIRECTOR 3 (DIRECTOR OF FISCAL SERVICES)

SUMMARY: Under the direct supervision of the Assistant Commissioner for Finance and Administration, the Director of Fiscal Services oversees and directs the accounting, financial auditing and reporting for the Tennessee Department of Human Services' annual expenditures of approximately \$3.2B. Recommends and implements accounting and financial systems to meet contract compliance requirement and serves as financial advisor to program staff in their roles as they relate to fiscal aspects of the program.

DISTINGUISHING FEATURES:

1. Performs professional accounting work in accordance with prescribed accounting system and generally accepted principles of accounting.
2. Manages and provides direction for an accounting staff of 75, including 3 Fiscal Directors.
3. Establishes, maintains and audits all general ledger accounts.
4. Develops and implements operational plans for cash management and reserve funds to assure they are controlled and safeguarded.
5. Provides management with monthly/quarterly/yearly financial reports of status and progress.
6. Directs the preparation and evaluation of monthly, quarterly and annual financial reporting.
7. Recommends and/or directs policies and guidelines on disbursement of funds, purchasing strategies, fiscal and accounting matters.
8. Participates in management and staff meetings representing all financial interests.
9. Manages accounts payable, accounts receivable and payroll.
10. Manages relationships and communications with representatives of multiple federal and state agencies.

EDUCATION AND EXPERIENCE: The person appointed to this position must exemplify all the core competencies expected of Fiscal Directors including being a leader of change, being a leader of people, being results oriented, possessing good business expertise, and being able to build coalitions and communicate effectively within the department and across the state. Education: A Bachelors degree in Accounting and/or Finance, CPA, CIA and/or MBA a plus. A minimum of eight years professional fiscal services and/or auditing experience and five years of supervisory experience. Preferred: Masters in Business Administration and prior experience as a Controller, Director of Finance, or Administrator position in a non-profit organization operating with multiple funding sources including State, Federal.

LICENSES/CERTIFICATIONS: CPA preferred.

COMPENSATION INFORMATION: \$5,125.00 - \$9,235.00 Monthly or \$61,500.00 - \$110,820.00 Annually
Negotiable - Commensurate with Qualifications.

How to Apply: Applicants may log on to the DHS website at: www.tn.gov/humanserv/ and click on Jobs@ DHS. Resumes can be emailed to zenola.diggs@tn.gov and must be received by 5:00 p.m. on or before November 1, 2012. **No phone calls please.**